

**CITY OF SAN DIEGO  
PARK AND RECREATION DEPARTMENT**

RR-297320

NOV 18 2002

**DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<b>Position</b>	<b>Duties</b>	<b>Category</b>	
Director	Park and Recreation policy formulation, departmental supervision, community relations	1	
Deputy Director	Division administration, division policy formulation, community relations	1	
Assistant Deputy Director	Assist the Deputy Director in the administration of work programs and budget of their department division	1	
Assistant to the Director	Park and Recreation budget administration, strategic planning, grants program, public relations, special projects	1	
Project Officer II	Planning, designing, construction and negotiation for park projects	2	
Park Designer	Planning, designing, construction and negotiation for park projects	2	
Natural Resources Senior Planner	Develop and implement plans and programs to manage, enhance, and protect natural resources within park and open space, and represent the department on natural resource issues and policies	2	
Open Space Senior Planner	Review planning documents for open space issues, represent department at meetings and committees on open space and natural resource issues, assist in the acquisition of open space	2	
Grants Administrator, Business Manager, Assistant Grants Administrator	Administer department's resource development program, corporation sponsorships, donations, grants, department budget, fee schedule, and coordinate and oversee special department-wide assignments	2	
District Manager	District administration, division policy formulation, community relations, negotiation with developers and their agents	2	
Training Manager	Administer overall department general job training and safety programs		

<b>Position</b>	<b>Duties</b>	<b>Category</b>
Golf Operations Manager	Golf course administration, division :policy formulation, community relations, negotiation with developers and their agents	1
Assistant Golf Operations Manager	Assist the Golf Operations Manager with golf course administration, division policy formulation, community relations, negotiation with developers and their agents	1
Golf Superintendent	Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring	2
Division Analyst, Senior Management Analysts, Supervising Management Analysts	Prepare and administer budget and serve as data systems liaison, perform special procedural, operational and cost analyses for the department, special projects, administer Capital Improvement Program	2
Golf Operations Business Manager	Prepare and administer budget and perform special procedural, operational and cost analyses for the division	2
Project Assistant	Review development proposals, negotiate with developers and their agents, planning and negotiation of park acquisitions	2
Area Manager, Horticulturist	Area Administrative Officer, assist in policy formulation, community relations	2
Grounds Maintenance Manager	Supervision, administration, scheduling of maintenance-related matters, contract preparation and monitoring	2
Senior Park Ranger	Management of large open space and regional parks including enforcement of applicable City and State coded	2
Supervising Recreation Specialist	Assist in division policy formulation, assist in division administration, community board support	2
Information Systems Manager	Administer the department's information systems, prepare long-rang automation goals, recommend technology	2

Position	Duties	Category
Public Information Manager, Development Officer	Administer the department's public information campaigns, special events promotion, donations, and corporate sponsorships	2
Consultant	Consultant shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The Department Director, Deputy Director, Assistant Deputy Director or Assistant to the Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirement in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director's, Deputy Director's, Assistant Deputy Director's, or Assistant to the Director's determination is a public record and shall be retained :for public inspection in the same manner and location as this Conflict of Interest Code.	3
Cemetery Manager	Direct the operation of the cemetery in accordance with established policy and practices; administers contracts for services, equipment and supplies for cemetery use.	2

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**DISCLOSURE CATEGORY**

- Category 1      Investments and business positions in any business entity located in or doing business with the City. Income and gifts from sources located in or doing business with the City. Interests in real property located in the City, and property located within a two-mile radius of any property owned or used by the City.
- Category 2      Investments and business positions in any firm or business entity that supplies goods or services to the City of San Diego Park and Recreation Department ("Department"), that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. Interests in real property owned or used by any person or business entity that supplies goods or services to the Department, that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. Income and gifts from any person or business entity that supplies goods or services to the Department, that has a leasehold interest in park property, or that is an adverse party to the Department in a legal proceeding. For purposes of this Appendix, person or "business entity that supplies goods or services to the Department" includes construction firms, . architectural, design, engineering, or consulting firms, recreational equipment or mortuary supply firms, financial institutions, aquatic equipment or supply firms, ground or custodial maintenance or supply firms, audiovisual equipment firms, computer firms, fire or safety equipment firms.
- Category 3      Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The Department Director, Deputy Director, Assistant Deputy Director, or Assistant to the Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director's, Deputy Director's Assistant Deputy Director's or Assistant to the Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.